



Lamar University – M.Ed. in Educational Technology Leadership

Field-based Activities Monthly Report: Log

Instructions: Enter the total number of internship hours that you had worked at the start of the month in the upper right cell. Remember that you must log a **minimum of 100 hours** of field-based experience. For each month, enter a brief description of your internship activities for that week in the top row. Enter the ISTE Technology Facilitation standard(s) and Indicator in the second row. Use the third row for each week to report meetings and communications that you had with your site mentor. (Meetings with parents, administrators and/or coworkers that are related to your project work should be noted in the activities row for the day.) Enter the hours you worked for each week at the end of the row. Total the month's hours, then enter the total number of internship hours that you have worked as of the end of the month. There needs to be a minimum of 33 Campus- or District Supervised Activities that encompasses the 33 ISTE Technology Performance Indicators and eight Technology Facilitation Standards.

Date: <u>November 2011</u> month:		Total Internship hours at the start of the	850.65
Week	Functions	Description	Hrs
1	Week's Activities	Downloaded grade 4 writing samples for teachers and posted STAAR parent and student resources to website. Updated DIMP & CIMP plans. Configured online testing TELPAS, STAAR-ALT, EOC not yet open. Showed counselor how to edit and use. Teacher printer /scanner message, worked with Epson tech support. They said it was dead and out of warranty. Replace.	32.85
	Standard/Indicator	TF-I.A.2, TF-I.A.1, TF-II.A.3, TF.VII.B1-7	
	Communication with Mentor	Analyzed AEIS Gold Reports, and corresponding statistic table updates to be made in DIMP and CIMP plans. Received instructions for online testing setup for TELPAS, STAAR ALT, mandatory EOC field tests, and EOC live tests. Discussed printer situation, due to budget constraints had developed a scanning problem, but prints ok.	
2	Week's Activities	Prepared E-RATE 470 and posted. Analyzed PEIMS/PET submission issues worked with ISP, Region Center TEA to solve. Helped set up for Veteran's Day program. Started Menu creation/ document linkage process on new website. Update both Joomla CMS and Moodle LMS with available security patches.	36.5
	Standard/Indicator	TF-1, TF.II.F, TF.III.B, TF.V.D.4	
	Communication with Mentor	Discussed campus/district needs related to posting E-RATE 470. Discussed Joomla 1.7 version of website, told to recreate current menu system and maintain moodle as is, support teachers that ask about using it.	
3	Week's Activities	Continued working on Website menu's; continued troubleshooting PEIMS/PET submission issues with appropriate staff, TEA, R3 tech support. Worked through a lot of first use of TxEIS issues with the appropriate staff.	40
	Standard/Indicator	TF-1, TF-IV.B, TF.V.D.4, TF-V.C.7, TF.IV.B, TF.VII.A.3, TF.VII.B.3 &5.	

	Communication with Mentor	Discussed PEIMS/PET issues, bandwidth (internal/external) and website with superintendent and principal, told to resolve as quickly as possible.	
4	Week's Activities	Continued working on Website menu's; continued troubleshooting PEIMS/PET submission issues with appropriate staff, TEA, R3 tech support. Worked through a lot of first use of TxEIS issues with the appropriate staff.	16
	Standard/Indicator	TF-1, TF-IV.B, TF.V.D.4, TF-V.C.7, TF.IV.B, TF.VII.A.3, TF.VII.B.3 &5.	
	Communication with Mentor	Discussed PEIMS/PET issues, bandwidth (internal/external) and website with superintendent and principal, told to resolve as quickly as possible.	
5	Week's Activities	TxEIS update required in order to fix PEIMS submission issues; Website work continued (Sports entries), diagnosed and repaired Ana Ramirez whiteboard; diagnosed and repaired Geri Malcolm NIC malfunction, added USB NIC to replace motherboard NIC that no longer functions.	24.75
	Standard/Indicator	TF.1, TF.IV.B, TF.VI. C.1, TF.V.II.A.1	
	Communication with Mentor	Discussed PEIMS, she instructed me to work directly with PEIMS person to get first PEIMS submission on new system completed on time.	
Hours worked this month:			150.10
Total Internship hours to date including this month:			1000.75

In completing the above activities, I communicated with appropriate individuals using email, and in person to diagnose, troubleshoot, repair, and insure optimal workability as quickly as possible where local network services were an issue and to determine what services should be listed for quotes in the upcoming E-RATE process. I completed the initial account checks, logins, and local group setup for the upcoming assessment year.

The TxEIS student information system is still new, local users, especially the PEIMS/HR clerk, are very hesitant to try to use features with which she is unfamiliar without me sitting right there to verify each step the first time through. The move to new website software is required due to the retirement of Joomla 1.5. I am restricted to duplicating the old site with a few improvements such as improved calendaring, lunch menus, and improved photo galleries to show off students in action. The Moodle is to be kept up to date, but I am not to make additional demands on teachers' time, unless they want to try something using it.

I let key teachers know about my action research plan and wanting to help them convert the summer GT lessons into lessons and questions with Moodle support; however, I cannot insist anyone tries it. This will make implementation of action research plan difficult, if not impossible.